

**City of Issaquah**  
**Development Services Department (DSD)**  
**Administrative Site Development Permit**

**NOTICE OF DECISION**

**TO:** Tim Walsh  
Ichijo USA Co. Ltd.  
15315 NE 90<sup>th</sup> Street, Suite 200  
Redmond, WA 98052

**SUBJECT:** Administrative Site Development Permit for Block 10A, Issaquah Highlands

**Number:** ASDP12-00035

Decision Date: January 25, 2013

Request: Application for an Administrative Site Development Permit for 12 townhouse units on a 0.41 acre site.

Location: Block 10A, Lakeside North Expansion Area (Vista Park) of Issaquah Highlands, bordered by:  
*North:* alley; Block 10, Ashford at Vista Park Condominium  
*West:* Block 9C, zHome  
*South:* High Street; Block 7, parking structure for Regal Cinemas (currently under construction)  
*East:* 10<sup>th</sup> Avenue NE; Block 11A, Brighton on High East Condominium

Decision: On January 25, 2013, DSD approved the Administrative Site Development Permit application. Approval of this application is based on the November 11, 2012, submittal and is subject to the following conditions:

**Landscape**

1. All of the landscaping, including plant selection, shown in this permit is considered preliminary as both DSD and the ARC need to review and approve it. For further development of the permit, address the following:
  - a. Shrubs, vines, or other plants, not just groundcover, should be provided adjacent to the privacy walls, to soften their appearance.
  - b. Any trees planted within 8 feet of a public sidewalk, curb, road, alley, or woonerf must have root barrier installed.
  - c. Compliance with the water conservation standards shall be evaluated as part of the Utility Permit for landscape.
  - d. The landscaping may not be consistently formal enough to comply with the Traditional Townscape Urban Design Guidelines.

## **Urban and Building Design**

2. The plans show both an “office entry” and a “main residential entry” for all units. The spaces shown must either comply with the Home Occupation or the Convertible Accessory Unit regulations. Currently, these spaces are planned as Home Occupations and should be shown as such on any future plans.
3. Blank walls shall be avoided, especially at the pedestrian’s level; if necessary, articulation or other features will be provided. Appropriate articulation and features could include doors, windows, building articulation, and/or other architectural features to create an interesting and varied environment.

## **Site**

4. An on-site passive activity area and/or amenity must be provided. Any site elements associated with on-site activity area and/or amenity shall be located on private property unless they are consistent with ROW use requirements. Site elements should be consistent with the Traditional Townscape Urban Design Guidelines. The activity area and/or amenity must be negotiated with and approved by the City.

## **Parking/Driveways**

5. Driveways must be either greater than 18 feet long or less than 8 feet long per Action Memo 07-14-97-01 (LCS).

## **Utilities**

6. All dry and wet utility vaults, meters, equipment, and appurtenances are assumed to be shown on the ASDP submittal. Anything not shown on the ASDP submittal is assumed to be located within the structure. Any revisions or additions to what the ASDP has shown and approved outside of the structure requires a modification to the ASDP, except fire hydrants.
7. Bank the water meters. If water meters are located on private property, provide an appropriate easement for reading/maintenance.
8. Fire service is not specified. Fire service will need a GV at the main, PIV, and FDC. The PIV(s) and FDC(s) should be located in a low-visibility position, or should be designed to be low-visibility. Also note that the city is pursuing allowing a flow-through fire system.
9. The bay roof overhanging the utility easement on the west side shall provide a minimum of 12 feet between the ground level and the bottom of any element that extends into the easement.

10. The westernmost foundation, adjacent to the 14 foot public utility easement, shall be 5 feet deep from the grade of the eastern edge of the utility easement to bottom of footing.

### **Miscellaneous**

11. Mail kiosks should be relocated toward the corner or even relocated onto 10<sup>th</sup> Avenue, and should be where parking is not currently allowed.
12. Space shall be provided within the garages for 3 rollout containers.
13. Sign(s) will require a separate permit. This may include address signs.
14. The applicant shall apply techniques identified in the current Issaquah Highlands green building program, i.e. a Built Green 4 Star/Energy Star standard.

### **Reasons for Decision:**

- 1) The purpose of the ASDP process is to ensure that proposed projects are:
  - consistent with Issaquah Highlands and City policies and regulations;
  - designed to harmonize with the neighborhood types;
  - designed with consideration of the site attributes (topography, wetlands, waterways, and views);
  - designed for the efficient and effective layout of the infrastructure; and
  - designed to achieve, protect, and enhance the character of Issaquah Highlands.

The planning level review of the ASDP allows an applicant to obtain a land use decision prior to preparing detailed construction plans. As such, the plans are intentionally conceptual in nature and will likely receive further refinement and development during development of construction plans. Additional permits will be required for signs, buildings, and on-site improvements and utilities.

- 2) The proposal for 12 dwelling units is located in Block 10A which contains approximately 0.41 acres. The allowed density is 5-40 du/ac and the proposed density is 29 du/ac. These standards were established for the Lakeside Expansion Area, now called Vista Park.
- 3) The proposal has been reviewed for its consistency with Issaquah Highlands' development standards. With incorporation of the conditions, the application is generally consistent with these standards including uses (Appendix B), stormwater (Appendix D), heights and setbacks (Appendix N), parking (Appendix O), landscape (Appendix P), and urban design guidelines (Appendix S).
- 4) The proposal has also been reviewed for its consistency with previous land use permits. This area received its first preliminary plat, PP05-001IH, which was final platted by FP05-007IH. A subsequent short plat, SP06-001IH, further subdivided these blocks, establishing Blocks

10A & 11A. Either as shown in the proposal, discussed below, or addressed through conditions, the application is consistent with these previous land use actions.

- 5) Setbacks are established in Appendix N, and are based on Development Area and land use. Based on the allowable density and the anticipated land uses (single family attached) no interior or street setbacks are required. A 4 foot alley setback is required.
- 6) This proposal has the following parking requirements: for single family attached units, 2 off-street parking spaces are required for each unit. In this case, each unit accommodates 2 cars in the garage as well as two cars on the garage apron for most units. Loading spaces are only required if there are over 20 units. Since the proposal has only 12 units, no loading spaces are required. The applicant did not provide information on the size of the parking spaces in the garage, so the percentage of compact parking will be reviewed with the building permit. The garbage facilities appear to be located within the garages and would not affect parking, but garages will be reviewed with the building permit to ensure there is sufficient room for 3 roll out containers. No parking credit for on-street parking is proposed.
- 7) Based on the anticipated uses, no landscape buffer is required. Also there are no adjacent properties since Block 10A and Block 9C (zHome) are separated by a utility easement.
- 8) The proposal is consistent with many of the relevant Urban Design Guidelines or UDG (Traditional Townscape, Multi-Family Overlay): buildings are placed close to the street, drives and curb cuts do not interrupt the streetwall, there are no street facing garages, the units have private courtyards facing High Street, and private decks facing the alley, landscape should establish order, symmetry, and formality as well as use low fences, walls, or hedges to separate public and private space. There are a few aspects of the proposal that are not entirely consistent with the UDG:
  - No on-street parking has been used to meet the parking requirements. In fact twice as much on-site parking is provided as required.
  - In the Multi-Family Overlay, the guidelines state: “residents should have both private and public outdoor space.” This means the applicant should (and does) provide balconies or private outdoor space for most units. No public space is shown. While the site is tight and the number of units are limited, some opportunity should be provided such as a small plaza/seating area at the corner of NE High St. and 10thth Ave. NE.
  - In the Multi-Family Overlay, the guidelines state: “Landscaping should be used to soften the mass of multi-unit complexes...” Also the alley standards assume landscape will be provided within the right-of-way and between driveways. As the units are generally 21 feet wide, the width between the privacy walls is 20 feet, and the driveways only need to be 18 feet wide, there is the opportunity to soften the appearance of the privacy walls by introducing a 1-2 foot strip of landscape parallel to the privacy walls.
- 9) Another element in a pedestrian friendly or oriented community is visual interest. Blank walls create a dull pedestrian environment, discouraging pedestrian activity. Thus avoiding unrelieved expanses of wall is necessary. Also Appendix S states: “To avoid a repetitive streetscape, building facades that are visible from public spaces should include features that provide differentiation such as varied types and colors of materials and architectural embellishments and treatments to minimize blank walls and reduce bulk and massing.”

- 10) To allow joint review, DSD and the ARC will review the landscape plan for both blocks separately from the ASDP, though the information has been reviewed for consistency and impacts to the ASDP. This includes plant material, location, furniture, etc.... General conditions have been provided to direct design development.
- 11) The application a separate “office entry” and “main residential entry” for each unit. If these spaces will be Home Occupations, the resident must occupy the space and the types of uses and number of employees in the business will be limited. Further review will occur with future permits to ensure compliance with the Home Occupation regulations. If these spaces are intended for Convertible Accessory Units (CAUs) then the applicant will need to ensure the units comply with those regulations.
- 12) The Development Agreement requires that bike racks be provided at the rate of 1 bicycle parking space per every 12 required vehicular parking spaces, thus 2 bike parking spaces are required. The plan does not indicate the location of bike parking. With single family housing that has individual garages, it is generally assumed that bike parking will occur with the garages. Thus no further review is necessary.
- 13) Various vaults, meters, and transformers were shown on the plan, generally adjacent to the alley. Identifying wet and dry utility vaults, meters, equipment, and appurtenances now is just as critical as identifying buildings, landscape, pedestrian facilities, roads, and other elements as last minute additions or modifications can have significant site-wide implications. Changes to buildings, landscape, pedestrian facilities, and roads likewise require permit modification.
- 14) The master developer and City have entered into an agreement that requires all new residential development be built to a Built Green 4 Star/Energy Star standard.
- 15) No information on building height is provided but it is unlikely that townhomes will be taller than the 85 feet allowed. This will be confirmed with the building permit.
- 16) A utility easement has been recorded at the western end the site due to the presence of utility lines. To ensure that the City can maintain, replace, etc... these lines, there are restrictions on activities in and adjacent to the easement. For instance, any building elements that overhang into the easement must be high enough to allow maintenance equipment to dig in the easement. Likewise, as the applicant proposes a building directly on the eastern edge of the easement, the foundation of the building must be deep enough to allow the easement to be excavated.
- 17) The applicant has shown the location of a mail kiosk. USPS will not deliver mail if a car is parked in front of a mail kiosk. Thus parking must be prohibited in front of the kiosk.
- 18) Copies of the submittal were distributed to City departments. Comments were received from Public Works Operations, Public Works Engineering, and Police; these were incorporated into the approval conditions as appropriate. Eastside Fire and Rescue approved the submittal with no comments.
- 19) Public notice was distributed as required. No comments were received.

- 20) No information on signage was provided and separate permits for signs are required.
- 21) The proposal is within the Project Envelope for Issaquah Highlands and so no further SEPA review is required per Appendix I.



1/25/2013

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Jason Rogers, Associate Planner

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Date

JR/

Attachment List:

1. Site plan, Sheet C3.01, dated 8/15/2012
2. Home Occupations Standards

cc: (via email)  
John Minato, Development Services Director  
Dave Favour, Deputy Development Services Director  
Lucy Sloman, Land Development Manager  
Erin Jensen, Port Blakely Communities  
Lynette Warner, Port Blakely Communities



## PART FOUR LAND USE STANDARDS

### A. Accessory Dwelling Units

1. **Definition:** “Accessory Dwelling Unit” “(ADU)” means a room or set of rooms, either free standing, added onto or created within a single family residence. It generally includes living, sleeping, kitchen and bathroom facilities, and has a lockable entrance.
2. **Purpose:** The purpose of permitting Accessory Dwelling Units in the Issaquah Highlands Project is to implement the Goals (Appendix A) of the Issaquah Highlands project by, for example, providing additional opportunities for Affordable Housing, a variety of housing opportunities that serve a broad range of age, family makeup, lifestyle and income, and varied housing solutions within residential neighborhoods.
3. **Permitted ADUs:** No more than 10% of the Allowable Residential Development (325 Accessory Dwelling Units) shall be permitted within the Issaquah Highlands Project without: 1) additional analysis, and 2) approval by the Responsible Official. These units shall not be counted when calculating parcel density nor overall project dwelling units.
4. **Single Lot:** A single family detached or attached lot may have one primary dwelling units and one ADU, with no more than one (1) ADU per single lot.
5. **Subdivision:** ADUs shall not be subdivided or otherwise segregated in ownership from the primary dwelling unit during the Buildout period.
6. **Design/Occupancy Requirements**
  - A. **Design/Location:** The ADU may be designed and constructed within or separate from the main residence, subject to approval by the Architectural Review Committee.
  - B. **Home Occupation:** An ADU may have a permitted home occupation, pursuant to the uses also defined in Part Four of this Appendix.
  - C. **Limitation on Occupancy:** The total number of occupants in both the primary residence and ADU combined may not exceed the maximum number allowed in two single households, as established by the following definition of “single household”. “Single Household” is defined as the occupancy of a single dwelling unit limited to family or cohabitants, or persons who have obtained a grant of reasonable accommodation, as defined in the Issaquah Municipal Code.
  - D. **Owner Occupied:** An owner of the property must occupy either the primary residence or the Accessory Dwelling Unit.
  - E. **Size Limits:** The ADU may contain up to 1,000 square feet; encompass a full floor; or encompass up to 125% of the garage, if over the garage.



**F. Parking:** See Appendix O (Parking Standards).

**G. Mitigation:** No mitigation fees are due for the provision of an ADU.

**H. Review Process:** Architectural Review Committee and Building Permit.

**I. Modifications:** Modifications to the provisions stipulated within this standard shall be reviewed by the Responsible Official, pursuant to Appendix M and based on the following criteria:

1. Compatibility with surrounding land uses;
2. Position of ADU on primary residence property; and
3. Compatibility with surrounding neighborhood.

## **B. Home Occupation**

**1. Definition:** “Home Occupation” is defined as a business carried on as a secondary, incidental or accessory use by the permanent residents(s) of the dwelling unit for gain or support, when on-site work is conducted entirely within a residential dwelling, an Accessory Dwelling Unit or a building accessory thereto, and when such occupation is in compliance with the terms and conditions specified herein.

**2. Locations:** Home Occupations are permitted in the Issaquah Highlands project.

**3. Design/Occupancy Requirements:**

Home Occupations shall meet all of the following criteria:

**A. Number of Employees:** maximum 1 person from outside the residential unit

**B. Gross Floor Area:** no maximum

**C. Sign/Nameplate:** one, 2 square feet maximum, non-illuminated

**D. Outside storage or display:** none permitted

**E. Off-street parking:** none required (except as required for residential uses)

**F. Deliveries to site:** permitted, provided that the quantity of deliveries and the type of delivery vehicle do not negatively impact the neighborhood in which the home occupation is located.

**G. Customers:** maximum 1 customer vehicle at any given time

## **H. Other requirements:**

- i. Owner/operator of the home occupation must reside on site
- ii. Business area will not be counted toward commercial cap on Allowable Development
- iii. A Business License issued from the City of Issaquah shall be required and the type of business shall be as described in IMC Section 18.07.470. Bookkeepers and accountants are allowed business types provided that all of the Home Occupation criteria listed above are met, even though these business types are not listed in IMC Section 18.07.470. Additional business types not listed in the IMC shall be allowed subject to approval by the Designated Official, as determined by:
  - a. Client parking demand;
  - b. Nuisance characteristics (e.g. air emission, vibration, noise, heat, light and glare); and
  - c. Conformance with the Home Occupation criteria listed above.

## **C. Convertible Accessory Units (AM05-002IH)**

1. Allowed Uses: Any non-residential use in Appendix B is allowed subject to: prior approval of Port Blakely Communities or the Issaquah Highlands Community Association; and review by the Responsible Official for nuisance impacts (e.g. noise, odor, vibration, etc.) All or some portion of the unit must have a residential use. The unit may not be used for non-residential uses only. Non-residential uses are limited to the ground floor.
2. Maximum Number: The total number of Accessory Dwelling Units plus Convertible Accessory Units may equal up to 325 dwelling units or 10% of total dwelling units without further analysis.
3. Location: A Convertible Accessory Unit is allowed only in Single Family Attached or condominium units adjacent to a street with a classification of Neighborhood Collector or greater (called in these regulations a “main street”). The non-residential use must have a door which opens onto the main street.
4. Size Limit: The entire inhabited unit containing residential and non-residential uses, not including the garage, cannot exceed 2,200 gross square feet. The square footage may be divided between the residential and non-residential uses at the builder’s or owner’s discretion.
5. Owner Occupied: The unit must be owner occupied. To meet this test an owner occupant is required to meet at least 1 (one) of the following tests:
  - Own and reside in the residential dwelling unit; or
  - Own and operate the non-residential use.
6. Number of CAU’s allowed: 1 per unit.
7. Maximum Number of Employees: No more than three persons, including the owner(s) of the business, can be employed by the non-residential use except that any residents of the residential portion of the unit that are employed at the business do not count toward the three-employee maximum. Proof of residency may be required.

8. Hours of Operation: 7AM – 6PM without review by the Responsible Official.
9. Parking: Three parking spaces are required: at least one space each must be allocated to residential and non-residential uses. Assignment of the third parking space is at the discretion of the applicant, though its use must be reserved for either the residential or the non-residential use if located off-street. The third space may be located in the adjacent on-street parking if not previously obligated. Non-residential or residential parking may be tandem spaces; tandem spaces may not mix non-residential and residential parking.
10. Customers: No limit.
11. Deliveries: No negative impact; similar to residential use.
12. Signs: The following signs are allowed for the non-residential use: One 4 square foot wall/window sign; and One Pedestrian Oriented sign; and One Moveable Sign (all non-illuminated.)
13. Outside Storage/Display: Display is allowed outside of the Right of Way; no outside storage is allowed.
14. Construction Type: Per the IBC
15. ADA Access: Per the IBC.
16. Addressing: Residential and Non-residential uses require separate addresses.
17. Traffic: Within the impacts evaluated for residential use.
18. Additional Mitigation: None. It is similar to a residential unit with an accessory use.
19. Review Process: For initial construction, a building permit and ARC/IHCA review are required. For a change in use, a building permit for TI work and ARC/IHCA review are required. Business Licenses are always required for non-residential uses. With the business license, worksheets are necessary.
20. Public Notice Requirements: Level 2 (notice of application and decision.)
21. Allowable Development: Whether the Convertible Accessory Unit contains only a residential use or a combination of residential and non-residential uses as permitted in these regulations, a Convertible Accessory Use counts as 1(one) residential unit. The non-residential convertible use does not count additionally toward allowable development.